

- ☐ All Required Elements Present
☐ Problems noted:

FSCW-14

Work First Services Monitoring Guide

Families or NCPs that Meet 200% Income Limit

County _____

This review guide is for cases with families at or below 200% of poverty or non-custodial parents of Work First children. Ensure that the county has submitted a Work First Plan amendment reflecting that they will provide services to these groups of families.

Instructions: Each question must be answered. "NA" may be used only if it is offered as an option. This form may be annotated with additional information regarding eligibility as necessary (use comments section).

Casehead Name _____

Month Being Reviewed and Services Received in that Month: _____

County Case # _____ SIS ID # _____

Is the **original DSS-5027 signed and keyed** into SIS? ☐ Yes ☐ No If no, explain: _____
 _____ Is the **Eligibility period stated in 'C'** with to and from dates? Y N

Non-financial Eligibility (Check the type of case being reviewed.)

<input type="checkbox"/> Family with income at or below 200% of poverty		Method of Verification
1. Was each child living with a parent, specified relative, or legal custodian or guardian in service month?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Statement <input type="checkbox"/> Collateral Date _____
2. Is each child age 17 or younger or 18 attending high school and expected to graduate by age 19? [Section 109]	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Statement <input type="checkbox"/> Birth Certificates <input type="checkbox"/> Other
➤ Which child is over age 17?		
3. Is each family unit member a US citizen ? [Section 111]	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Statement <input type="checkbox"/> Birth Certificates <input type="checkbox"/> Other
➤ For children or adults who are not citizens, are they qualified aliens?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> INS Papers <input type="checkbox"/> Other
➤ Which included individuals are not citizens or qualified aliens?		

<input type="checkbox"/> Non-Custodial Parent of Work First Child		
4. Is the parent a non-custodial parent of a child who was a Work First recipient in the service month?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> EIS Individual screen <input type="checkbox"/> Other verification
5. Is the non-custodial parent a US citizen? [Section 111]	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Statement <input type="checkbox"/> Birth Certificates <input type="checkbox"/> Other
➤ If not, is the non-custodial parent a qualified alien?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Gross Income: \$

Financial Eligibility

6. Does the family or non-custodial parent have any earned or unearned income ? [Section 114]	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Statement <input type="checkbox"/> Tax Return <input type="checkbox"/> Wage Stub <input type="checkbox"/> Other
7. Is the total gross income at or below 200% of poverty ? ¹	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Gross Income \$

Family size	1	2	3	4	5	6	7	8	
200%	\$1633	\$2200	\$2767	\$3333	\$3900	\$4467	\$5033	\$5600	For each additional family member, add \$567.00. <u>2006</u>
150%	\$1225	\$1650	\$2075	\$2500	\$2925	\$3350	\$3775	\$4200	For each additional family member, add \$414.00. <u>2006</u>
200%	\$1,595	\$2,139	\$2,682	\$3,225	\$3,769	\$4,312	\$4,855	\$5399	For each additional family member, add \$544.00. <u>2005</u>
150%	\$1,197	\$1,604	\$2,012	\$2,419	\$2,827	\$3,234	\$3,642	\$4,049	For each additional family member, add \$408.00. <u>2005</u>

If County has set limit lower than 200%, document. See note 1.

Service

8. Was the service(s) provided allowable under TANF?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Number of months this service covers: <input type="text"/>		

¹ Remember that counties can set an income limit less than 200% of poverty. If the county has opted to do that, review their county plan to ensure that their choice has been documented. If an appropriate plan amendment has not been submitted with the lower income amount, yet the county is using the lower income limit, document this in the findings.

Conclusion

- **Was the family or non-custodial parent eligible for services funded with TANF?** ☐ Yes ☐ No

- If no, why? _____

- **Was the service allowable?** ☐ Yes ☐ No

- If no, why? _____

Comments and Corrective Action Needed:

☐ All Required Elements were present.

☐ Problems noted:

County Reviewer

Date

Monitor

Date